

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE PAGE OF PAGES

2. AMENDMENT/MODIFICATION NO. A001	3. EFFECTIVE DATE 03-25-2012	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. Embassy Kabul Great Massoud Road, Kabul, Afghanistan	7. ADMINISTERED BY (If other than Item 6)	CODE	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To All Prospective Offerors.	(X)	9A. AMENDMENT OF SOLICITATION NO. SAF200-12-R-0020
		9B. DATED (SEE ITEM 11) 03-11-2012
		10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) See Attached Questions and Answers dated March 25, 2012.

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
Attached please find Questions and Answers to the solicitation. The rest of the terms of the solicitation remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Brian Kressih, Contracting officer
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED
(Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)
	16C. DATE SIGNED 3/25/2012

SAF200-12-R-0020-A001 Travel Management Services Amendment 1

This amendment is to answer questions received by potential bidders.

1. What do I need to do to attend the pre-proposal conference on Tuesday, April 3, 2012 at 11:00?

ANSWER: If you are interested in attending the pre-proposal conference please submit your company name, name of participant(s), ID (such as a passport) or Tazkira number, phone number and a copy of your company's Travel Agent license (from either Afghanistan or the company's home country) to KabulGSOBids@state.gov. Due to the complexity of this solicitation only certified Travel Agents will be able to attend the pre-proposal conference and bid on this RFP. Please be at Massoud Circle by 10:30 since we plan to start promptly at 11:00. Attendance to this conference is not/not mandatory.

2. Should we quote including the pick-up and drop-off from the Embassy to Kabul International Airport?

ANSWER: No.

3. Do you need the connecting flights to Dubai and then to the United States? Which other countries will employees travel to?

ANSWER: Most reservation will require connecting flights from Dubai and any other city that can be reached from Kabul (such as Istanbul, Bahrain and New Delhi). Employees fly to many different destinations so the Travel Management Center must be able to purchase tickets to any destination.

4. How to submit a proposal for this contract?

ANSWER: All proposals are due by April 16, 2012, 17:00 Afghanistan time. Please submit your bid and the signed Standard Form 1449 to KabulGSOBids@state.gov. Late bids and bids sent to any other e-mail address will not be accepted.

5. Do we need to have any local presence in Afghanistan? Is the "Place of Performance" under the mentioned solicitation being U.S. Embassy Kabul, Afghanistan, geographically fixed?

ANSWER: On-site services at U.S. Embassy Kabul will be required under this contract. Though on-site services are required, some work can be done off-site. We will allow bidders to prepare their own proposal, but the majority of work will require on-site staff.

6. Being an on-site contract can we have a local license and use our Kuwait controlled reservation system?

ANSWER: All vendors must be able to legally work in Afghanistan. Though on-site services are required, some work can be done off-site. We will allow bidders to prepare their own proposal, but the majority of work will require on-site staff.

7. What type of tickets will be required (economy class, first class or business class)?

ANSWER: The majority of ticket will be economy class tickets, but some business and first class tickets may be required.

8. Approximately how many personnel will be travelling in and out of Afghanistan on monthly basis?

ANSWER: The annual estimated number of transactions is 20,000 for the year.

9. Will Embassy personnel require personal security?

ANSWER: No. The Embassy will not require assistance in getting Embassy employees to and from the airport.

10. Do all applicant companies need a Contractor Identification Number (CIN) and Data Universal Numbering System (DUNS) number?

ANSWER: Any company awarded this contract will be required to apply for a CIN and a DUNS number. You do not need a DUNS number to bid on this contract.

11. If given transactions decrease by over 15%, transaction fees will need to be increased to cover costs. Is there any provision for this? If not, can it be added? What is travel spend budget as per 20,000 transactions?

ANSWER: We are only accepting firm, fixed bids for each transaction fee. 20,000 transactions is only an estimate, and the actual number may be more or less. There is no provision allowing an increase in the transaction fee if the actual transactions are less than estimated.

12. Solicitation mentions lowest price bid. What about value?

ANSWER: Price will be an important factor in awarding the contract, but we will look at the overall proposal and experience of each vendor.

13. Does evidence of mandatory local (Kabul, Afghanistan) licenses and permits need to be submitted with proposal or is it required within 30 days of receiving award of contract?

ANSWER: Immediately upon receipt of notice of award the Contractor shall have a maximum of thirty days to complete the steps required to obtain mandatory local licenses and permits.